

LHE/0184/PL&F/GARBAGE/09

June 10, 2009

M/s _____
_____**TENDER FORM****INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS FOR
COLLECTION OF AIRLINE REFUSE/THROW-AWAY MATERIAL FROM
CATERING, ENGINEERING & CARGO SECTION OF PIA, AIIAP, LAHORE
AND PIA BOOKING OFFICE EGERTON ROAD LAHORE**

Dear Sirs,

We are pleased to invite your sealed tender for contract period effective one year from the date of commencement of new contract for collection of Airline refuse/throw-away material daily from locations as given below:

**A) CATERING/FLIGHT WASTE FROM GARBAGE AREA OF
CATERING PIA AT AIIAP, LAHORE**

1. The buyer will arrange collection of the said refuse through his own labour on daily basis irrespective of weekend/holidays. The buyer will be required to have the area washed after collection and spread lime on the floor thereafter daily.
2. Buyer's staff will be required to report in uniform with a badge of his company for prompt identification. But his staff will not station permanently near the garbage collection points or stay in the premises.

B) WASTE ITEMS TO BE COLLECTED

3. Throw-away food items, cooked and raw (not useable by PIA).
4. Disposal bags, broken plastic, paper cups, discarded bottles and broken glasses.
5. Unserviceable/damaged cardboard boxes.
6. Used Aluminum Casseroles and Meal foils.
7. Old newspapers/ magazines.
8. All disposable items retrieved from the flights handled by PIA.

C) ITEMS NOT TO BE COLLECTED

1. All serviceable wooden crates/ cardboard cartons which can be reused.

D) GARBAGE POINT AT PIA COMPLEX AND OTHER LOCATIONS

1. BROKEN, DAMAGED AND SCRAPPED CARDBOARD/CARTONS & WOODEN SKIDS.
2. PAPER CUTTING SIZE LESS THAN 3” WIDTH, UNUSEABLE AND THROW-AWAY WASTE PAPER (EMPTY GUNNY BAGS TO BE SUPPLIED BY THE CONTRACTOR).
3. ANY OTHER REFUSE AND THROW-AWAY MATERIAL.

The collected Airline’s refuse/throw-away material will be taken in such a way that it could not attract birds and burnt/earth covered combustible items immediately at least 08 kilometers away from either ends of the run-way of AllAP, Lahore at the place approved in consultation with Civil Aviation Authority.

Refuse/Scrap material at each of the above locations would be picked up under supervision of rep. of PIA/Section on the Supervisor Incharge of respective Shop/Section on duty.

PIAC reserve full right to remove, cannibalize or pick up any material erroneously thrown or carry out minute physical check by unloading the trucks before removal of the refuse by the contractor.

E) SUBMISSION OF TENDER

You are required to send your tenders addressed to Manager Procurement Logistics & Flight Kitchen, PIA Complex Allama Iqbal International Airport, Lahore.

- 1) You are required to send your tenders addressed to Manager Procurement Logistics & Flight Kitchen, PIA Complex, AllAP, Lahore by 30.06.2009. The tenders may be dropped in the tender box marked “Tender Box local Purchase” placed at entrance of Procurement Logistics & Flight Kitchen Building, latest by 10.00 hours on the specified date. You may also send your tenders through registered A/D mail addressed to Manager Procurement Logistics & Flight Kitchen PIA Complex, AllAP, Lahore, which must reach before the closing date and time

mentioned above. Tenders will be opened at 10.30 hours the same day in the presence of tenderers.

- 2) Tenders received after stipulated date and time shall not be considered. PIA will not be responsible for postal delays. The decision of Manager Procurement Logistics & Flight Kitchen , PIA, Lahore in this respect shall be final and binding.
- 3) The tender should be accompanied by Pay Order, in lieu thereof in the name of PIA or cash receipt having been deposited with the PIA Cashier, Lahore as 5% Earnest Money (refundable). Cheques / Bank Guarantee will not be accepted in lieu of Earnest Money. **Earnest/Security Money deposited against a running contract(s)/ purchase order(s) shall not be transferable as earnest money for any other tender. All tenders without earnest money shall not be entertained.**

F) SECURITY DEPOSIT

The successful tenders will be required to furnish a cash deposit in the amount equivalent to 5% of total tender value as Security Deposit or provide a Bank Guarantee in the amount of 5% of total tender value duly countersigned by the Head Office of the Bank. In this case the amount of Earnest Money will be refunded upon receipt of Bank Gurantee. The Bank Guarantee must remain valid for three months after expiry of the contract period/completion of Purchase Order.

G) PREPARATION OF TENDER

- 1) The tender should be sealed in cover having enclosed the following documents:
 - a) The schedule duly filled in and signed.
 - b) Original Cash Receipt or Pay Order for Earnest Money.
 - c) Undertaking on Rs.100/- non-judicial stamp paper duly signed and stamped.
- 2) The cover should bear address of the Manager Procurement Logistics & Flight Kitchen, PIA Complex, AIIAP, Lahore and reference number of the tender with opening date of tender.
- 3) These tender forms are non-transferable i.e., only those parties who purchase the tender documents will be allowed to tender.
- 4) The tender will be ignored if complete information required is not given therein.
- 5) Particular attention must be paid to delivery item.
- 6) Authorized signature of individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procurement.
- d) As Secretary, Manager, Partner etc., or their attorney in case of firms registered under partnership Act.

H) PRICE

- 1) The prices quoted must be net as per accounting unit as shown in the schedule to tender inclusive of all duties/taxes, packing, octroi and charges for free delivery at Lahore Airport. However, if GST is applicable, same should be shown separately.
- 2) The prices mentioned in the tender will be treated as firm till the Completion of Purchase Order/Contract.
- 3) The prices must be stated for each item separately both in words and figures in Pakistani Currency. Additional information must be linked with entries on the schedule to tender.
- 4) Offers must be valid for 90 days.

I) ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept highest tender and reserve the right to accept or reject any or all tenders/quotations, divide business among more than one supplier or extend the date of opening with assigning any reason.

Yours faithfully,
for PAKISTAN INTERNATIONAL AIRLINES

HASSAN MEHMOOD QURESHI
MANAGER PL&F LAHORE